

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: August 17, 2015
CC: All Departments



Interim Town Administrator: This week included several discussions and final modifications to the Town Administrator's agreement as a result of final negotiation. The agreement will be signed by both parties the week of August 17. Telephone calls, emails and other correspondence were responded to, along with research of a variety of issues. A personnel matter was addressed that involved a variety of discussions and preparation of correspondence. A new Administrative Regulation was prepared and distributed pertaining to the procedure for Boards and Committees to utilize regarding live streaming of meetings. The NHRS Audit information was reviewed in preparation for the upcoming site visit with Finance. Transitional material continues to be prepared for the new Town Administrator. The week of August 17th I plan to be in the office all day Monday, Wednesday morning and Thursday afternoon and evening.

Administrative Liaison: During the week I assisted the Interim Town Administrator and the staff to finalize the weekly Board of Selectmen's meeting agenda. I met with the Interim Town Administrator to develop a recommendation for the Selectmen for an interim and retro wage adjustment for the co-managers at the Waste Management Facility. I emailed all department heads to provide a notice regarding the September 3rd Employee Performance Review training and requested a head count of those to attend. I met with the Land Use Office Assistant to review some pending matters, and provided some recommendations as to how to proceed while the planner is on medical leave. I communicated with the property owner of the land acquisition for the road program to provide an update and set up a meeting with the Town attorney to review the necessary documents needed to prepare a purchase and sales agreement and deeds. I also communicated with the Planning Board and Conservation Commission as they reviewed the parcels under RSA 41-14-a. I finalized with the staff for the public hearing postings for the Land Acquisition under NHRSA 41-14-a, which are set for 9/3 and 9/17.

Finance: Nothing to report this week.

Assessor: Vision completed the informal hearings for 2015. Overall, we had 63 hearings during six days. I will be finalizing the values with the Vision project manager and expect to have the final values by August 20. Upon completion, final value letters will be sent and we can start working on the MS-1 report for the Department of Revenue. Last week I spoke before the Assessing Standards Board subcommittee studying the assessing practices used to value utility and telecommunication properties. The hearing was held at the Legislative Office Building in Concord. At the hearing I spoke with George Sancoucy, our utility contractor, who told me he should have the utility assessments completed within two weeks.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: As Tuesday was a complete washout, time was permitted for the crew to tackle equipment maintenance on truck 9, the shoulder machine, the grader and dismantling the freightliner. Truck 7 was taken to Manchester for a recall item this week. The crew fixed a few wash outs on Ossipee Park and Sheridan Roads, adding 1.5” stone and gravel as well as 3-6” stone. On Sheridan Road the crew cleaned and replaced stone dams and moved onto the Shaker Jerry and Hanson Mill Road intersection to address some washouts there on the hill. Office Assistant Hoyt searched for some appropriate signage to install on this area of Hanson Mill and Shaker Jerry Roads that will warn motorists of a handicap pedestrian who utilizes an electric wheelchair on these two roads. L.I. Beach had its customary pre-weekend raking on Friday for patrons’ enjoyment. An excavation contractor was utilized to help with the installation of a culvert on Lee Road. The Crew did sign maintenance around town, and delineators were replaced and/or up righted as needed. Grading was done on Bodge Hill and Lee’s Mills Roads. Rock excavations were cleaned up and holes filled with about 7 yards of gravel in areas where “The Rock Hog” removed hazardous rocks. Ditch work was done with the rented excavator this week on Randall Road. Ruel’s Sweeping has been utilized again to help pick up the loose stone from the chip sealing projects on Hanson Mills, Ferry, Kona Farm, Ruppert, Cook’s Point Roads, Victory Lane and the Wentworth Acres subdivision. There have been some complaints due to the chip sealing done this year in regards to excessive and loose stone, and dust. Road Agent Kinmond has inspected the areas and is now conferring with the contractor as to how to resolve this matter. Agent Kinmond met with an excavation contractor to review the work to be performed on Ossipee Mountain Road between Randall and Bodge Hill Roads. This work will begin on Monday, 8/17. Agent Kinmond worked with the Planning Board regarding a subdivision on RO Brown Road, attended a TRC at the Land Use Office for a subdivision applicant on Black Bear Road, and was contacted by the Police Department on Saturday, requesting the use of the Highway Garage Facility to allow the NHSP Bomb Squad access to detonate an ordinance they collected in Meredith. Agent Kinmond gave permission and Sgt. Boucher assisted them with access to the facility.

Facility & Grounds Division: Due to slowing of grass growing, the grounds crew visited some private cemeteries and were able to weed whack slopes at the Playground, PSB, and Library. Facilities staff handled trash clean up at PSB, which was damaged by a bear. Staff made improvements to prevent further occurrences. The Facility Worker assisted Highway with several projects and also painted the new breakroom upstairs at Highway Garage. In addition, he worked with Town Hall Streams to work out a couple of system problems, i.e., replacing the camera dome which was scratched, removing it and waiting to receive its replacement. The camera was zoomed out to provide a full view of the board table. The audio was tested which appeared fine, and the on/off switch for the camera was installed and tested.

WMF Division: The Co-Managers reported that they swapped out the mixed paper container, turned over the compost, and the vendor pumped out Freon from refrigerate units. They hope to ship scrap steel this coming week. Co-Manager Filpula and Agent Kinmond met with a compactor vendor to review the site for options to our recycling compacting regarding single stream or full recycling. Co-Manager Filpula spoke with a couple of single stream facility managers to compare notes regarding pros and cons for the SSRC Study Committee. Agent Kinmond reviewed a scrap steel vendor’s proposal for disposal for the facility and after analyzing the current vendor’s numbers and shipping it was decided to remain with our current vendor as the average had a higher revenue per ton than the proposed.

Moultonborough Police Department: The Moultonborough Police Department recorded 479 log entries, which included the following calls for service, 70 motor vehicle stops, 10 assists to

Fire/EMS, 0 Directed Patrols, 13 arrests, 11 complaints, 5 MV Accidents, 9 MV Complaints, 9 residential alarms, 3 commercial alarms and 4 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 522 calls for emergency service. For the period of 8/7/15 to 08/13/15 there were 17 calls for service: (7) Medical Emergencies, (1) Unauthorized Burning call, (2) Motor Vehicle Accidents, (2) Lift Assists, (2) Good Intent calls, (1) False CO Alarm, and (2) False Fire Alarms.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:43 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:24 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:20 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: August 10th and 12th: Hose testing. There were 2 requests for information, 1 Station Tour, and 1 subdivision review.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: In the past 2 weeks I have issued 12 building permits and 11 subcontractor permits. Three septic systems were approved and forwarded to the State for their approval. I have received 1 complaint that has been addressed and found 2 violations that I am working on getting corrected. I have removed several illegal signs in the past couple of weeks. The August Playground water test has been submitted to the State lab and I am waiting the results. The next required test is in September.

Human Services: Nothing to report this week.

Recreation Department: Last week, MRD hosted Children's Stage Adventures for the annual Theater Camp Program with 27 young actors/actresses performed Shakespeare's Midsummer Dream last Friday at the Community Auditorium. The shows were great, and the camp was a success again this year. Last week, MRD facilitated the RECxploration camp, which is new this year. Participants enjoyed themed days that consisted of Super Heroes, Amazing Race, Oopy Goopy Science Day, Zombie Day, and Beach Day at Long Island Beach. Tuesday, Aug. 18 Early Bird registrations for Fall Youth Soccer are due, and all registrations are due on Aug. 25. Clinics are scheduled next week, for grades 3-6 and Youth Volleyball registrations are due September 4. Challenger Soccer is in Town this week for soccer camp. Thursday, August 20, is the adult trip on the Boston Duck Boats and Faneuil Hall, then lunch and shopping after the tour.

Important Dates to Remember

Board of Selectmen's Meeting, August 20, 2015, 7 PM

Board of Selectmen's Work Session, August 27, 2015, 4 PM

Board of Selectmen's Meeting, September 3, 2015, 7 PM

Labor Day, All Non-Essential Departments are Closed, September 7, 2015

Staff Meeting, September 4, 2015, 9 AM